

**Job Title:** Assistant Director for PACE and Dual eligible initiatives and operations, Long-Term Services & Supports

**Summary:** Under supervision of the Director of MLTSS and Dual Eligible Initiatives and Operations

**Distinguishing Features:** An employee in this position will support the Director of MLTSS and Dual Eligible Initiatives and Operations as lead and back up for PACE and Dual Eligible contract management, data analytics, and oversight of audit and program reviews as necessary.

(State Classification MANAGED CARE ASSISTANT DIRECTOR)

**Primary Roles and Responsibilities:**

- Work with the Director of MLTSS and Dual Eligible Initiatives and Operations on reviewing and developing criteria to monitor services and quality of care to include on site visits, data and audit reviews for the Program of All-Inclusive Care (PACE). Review and update report elements to capture and trend performance. Use reports to provide analysis regarding services provided and satisfaction of services. Facilitate calls with program leads and track action items to resolution. Research and present ideas and information regarding what program changes are being discussed and are forthcoming within other states and on the federal level for consideration. Assist in drafting responses to inquiries and requests specific to TN experience and current status.
- Work with the Director of MLTSS and Dual Eligible Initiatives and Operations on collecting and analyzing reporting data associated with the Medicare Improvement for Patients and Providers Act (MIPPA), Fully intergraded dual eligible (FIDE), and Dual Special Needs Program (D-SNP). To include but not limited to, reviewing current contracts and Federal rules regarding each program by analyzing data, tracking progress, and documenting contract or program changes as needed. Assist with contractual or ad hoc audit development and oversight while working to create and develop additional quality oversight needed to support program goals. This person would also assist in researching trends from a Federal and State level regarding DSNP and FIDE and its impact to TN.
- Assist in drafting responses to inquiries and requests specific to TN experience and current and future status of current programs
- Assist with contract recommendations and implementations associated with current and future Program goals
- Assist with additional program monitoring, process development, and activities as necessary
- Draft, review, and update policy and procedure documents for program changes

**Minimum Qualifications:**

Education and Experience:

- Graduation from an accredited college or university with a bachelor's degree
- Experience equivalent to two years of working with Medicare
- Experience equivalent to three years of program or contract management
- Excellent verbal and written communication skills

Special Requirements:

- Experience working in healthcare related fields
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines.
- Ability to adapt to changing priorities and deadlines
- Ability to exercise sound judgment and make appropriate recommendations
- Ability to analyze and summarize report and audit data

Qualified candidates should send their resume to [jamie.o'neal@tn.gov](mailto:jamie.o'neal@tn.gov)